

17-560 State Civil Service

The mission of the Department of State Civil Service is to develop and administer human resource practices that enable employees and organizations to provide cost-effective, quality services in a manner that is consistent with Article X of the Louisiana Constitution and consistent with the unique requirements of operating in the public sector.

The goals of the Department of State Civil Service are:

1. Improve the classification and compensation systems through the development and implementation of flexible job evaluation and pay policies and practices that can be adapted to meet agencies' unique requirements.
2. Create and administer programs, rules, and procedures that promote effectiveness and accountability in state agencies and their employees.
3. Provide hiring and promotion processes to make qualified candidates available for timely employment and promotion decisions by state managers.
4. Develop the capabilities of agency supervisors and Human Resource Managers to assume greater responsibilities over the management of human resources through training and other activities.
5. Improve the discipline and appeal procedures through streamlining the processes and educating users.
6. Utilize technology to improve the productivity and effectiveness of Civil Service and its user agencies.

The Department of State Civil Service has two programs: Administration and Human Resources Management.

The following table provides information about which the department is frequently asked. These indicators are for the department as a whole--not separate programs. They are not necessarily outcome indicators, and the department has little, if any control, over these numbers.

GENERAL PERFORMANCE INFORMATION: DEPARTMENT OF STATE CIVIL SERVICE					
PERFORMANCE INDICATOR	PRIOR YEAR ACTUAL FY 1994-95	PRIOR YEAR ACTUAL FY 1995-96	PRIOR YEAR ACTUAL FY 1996-97	PRIOR YEAR ACTUAL FY 1997-98	PRIOR YEAR ACTUAL FY 1998-99
Number of classified state employees	66,382	66,872	66,215	66,432	66,754
Number of unclassified state employees	31,872	31,860	32,483	33,967	33,823
Overall turnover rate in state employment	16.1%	17.5%	18.2%	21.0%	18.6%
Percentage of state classified employees at maximum pay ¹	26.3%	29.7%	28.8%	3.6%	1.2%
Ratio of State Civil Service staff to classified employees ²	1:625	1:670	1:662	1:655	1:646
State Civil Service expenses per covered employee ²	\$77	\$76	\$80	\$81	\$90

¹Maximum of the General Schedule was raised by 10% on July 1, 1997; maximum of the Medical Schedule was raised by 10% on January 1, 1999. As of December 1, 1999, 8.8% of employees in the medical schedule and 11.2% of employees in the general schedule were at their maximums and could not be considered for merit increases.

²External Comparison/Benchmarks:

Nationwide median ratio of state central personnel system staff to employees (from survey of state governments published in 1996 by the Council of State Governments)	1:393
Nationwide median ratio of private sector personnel staff to employees (from 1998 Bureau of National Affairs survey of private organizations)	1:100
Nationwide state central personnel system expenditure per covered employee (from survey of state governments published in 1996 by The Council of State Governments)	\$155
Nationwide median private sector personnel function expenditure per covered employee (from 1998 Bureau of National Affairs survey of private organizations)	\$994

BUDGET SUMMARY

	ACTUAL 1998-1999	ACT 10 1999- 2000	EXISTING 1999- 2000	CONTINUATION 2000 - 2001	RECOMMENDED 2000 - 2001	RECOMMENDED OVER/(UNDER) EXISTING
MEANS OF FINANCING:						
STATE GENERAL FUND (Direct)	\$134,177	\$0	\$5,000	\$2,361,024	\$0	(\$5,000)
STATE GENERAL FUND BY:						
Interagency Transfers	5,503,444	6,089,544	6,089,544	5,631,910	7,231,104	1,141,560
Fees & Self-gen. Revenues	322,565	387,571	387,571	365,487	424,326	36,755
Statutory Dedications	0	0	0	0	0	0
Interim Emergency Board	0	0	0	0	0	0
FEDERAL FUNDS	0	0	0	0	0	0
TOTAL MEANS OF FINANCING	\$5,960,186	\$6,477,115	\$6,482,115	\$8,358,421	\$7,655,430	\$1,173,315
EXPENDITURES & REQUEST:						
Administration	\$2,756,525	\$3,194,434	\$3,194,434	\$5,000,244	\$4,076,317	\$881,883
Human Resources Management	3,203,661	3,282,681	3,287,681	3,358,177	3,579,113	291,432
TOTAL EXPENDITURES AND REQUEST	\$5,960,186	\$6,477,115	\$6,482,115	\$8,358,421	\$7,655,430	\$1,173,315
AUTHORIZED FULL-TIME EQUIVALENTS: Classified	103	105	105	105	111	6
Unclassified	0	0	0	0	0	0
TOTAL	103	105	105	105	111	6

This agency's recommended appropriation includes \$137,025 of funds for short-term debt.

This agency does not have any long-term debt for Fiscal Year 2000-2001.

This agency's recommended appropriation also includes the following amount by means of financing for payments on the unfunded accrued liability of the Louisiana State Employees' Retirement System in accordance with the provisions of Article X, Section 29 of the Constitution of Louisiana:

State General Fund by:	
Interagency Transfers	\$27,392
Fees & Self-gen. Revenues	1,442
Total	\$28,834